

The regular meeting of the Municipal Civil Service Commission convened on Monday, December 16, 2002, at 12:30 p.m. with Priscilla Tyson and Grady Pettigrew present.

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RE: *Review and approval of the November 25, 2002, Regular Commission Meeting minutes.*

The minutes were approved as written.

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RE: *Review of the results of the pre-hearing conference for the following appeal: Alvin Wilson vs. Columbus Public Schools, Appeal No. 02-BA-0011. Head Custodian II – 5-day suspension – hearing scheduled for February 10, 2003.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Lynn Carter appeared before the Commissioners and reported the results of a pre-hearing conference held earlier today. Alvin Wilson received a 5-day suspension and is appealing the suspension on the merits and mitigation. Thomas Drabick, OAPSE, will represent Mr. Wilson and plans to call him as a witness on his own behalf. Larry Braverman, Columbus Public Schools, plans to call a supervisor to testify. The exhibits were discussed and agreed upon and both attorneys anticipate the entire hearing should last two hours or less.

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Re: *Rule Revisions.*

No Rule revisions were submitted this month.

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RE: *Review and approval of the 2003 Civil Service Commission Meeting Dates and Full Commission Hearing Schedule.*

The following dates were approved for the 2003 Civil Service Commission Regular Meetings and Full Commission Hearings:

January 27	July 28
February 24	August 25
March 31	September 29
April 28	October 27
May 19	November 24
June 30	December 15

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RE: *Trial Board Recommendations.*

No trial board recommendations were submitted this month.

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RE: *Columbus Public Schools Classification Actions.*

No Columbus Public School classification actions were submitted this month.

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RE: *Request of the Civil Service Commission staff to repeal a previously approved Commission action to change the appointment type of current incumbents of the Personnel Analyst II classification (Class Code 0901).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Commission staff. At the December 2001 Commission meeting it was requested that the appointment type be changed for current incumbents from an original appointment to a noncompetitive appointment. After a review of this action, it was later decided that there is a certain value in knowing how incumbents came into the classification and we would prefer not to change the original appointments to noncompetitive. There is no harm or benefit to current incumbents as the appointment types are all permanent status. All future incumbents would come into the classification as noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to include the specification for the classification Refuse Collection Packer Operator in the Refuse Collection class series within the Class Plan Index (Class Code 3925).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Commission staff. The Refuse Collection Packer Operator is a stand-alone classification and is not part of any class series. This classification is a refuse collection vehicle classification but incumbents drive a specific type of vehicle. It requires a CDL like the other classifications within the series and salary-wise, it fits easily into the series.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Fire Assistant Chief (Class Code 3086).*

PRESENT: Elizabeth Reed, Personnel Analyst Supervisor

Elizabeth Reed presented the Commission's request to revise the specification for the classification Fire Assistant Chief due to the Commission's efforts to update classifications that have not been reviewed within the last five years. This specification has not been reviewed since 1996. There are currently five incumbents serving in this classification. The proposed revisions were recommended to reflect changes currently being proposed for the specification for the classification Fire Chief.

The wording in the definition for this specification was proposed for revision to add clarity. The first five examples of work list the responsibilities of each of the five fire assistant chiefs and there were no proposed revisions to them. However, the revisions to the examples of work that follow were reflective of changes proposed to the specification for the classification Fire Chief. These changes were intended to be more descriptive of the work performed by fire assistant chiefs than the examples of work in the current specification. The proposed educational requirement of a successful completion of two years of college in the years 2003 through 2006 and a bachelor's degree beginning in the year 2007 is reflective of the contractual educational requirements specified for the rank of Fire Assistant Chief in the current contract between IAFF Local #67 and the City of Columbus, Ohio. No revisions to the knowledge, skills and abilities were recommended. It was recommended that the class remain competitive and that the probationary period remain at 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Fire Chief (Class Code 3089).*

PRESENT: Barbara McGrath, Executive Director

Barbara McGrath presented a brief background on the status of this classification project. The original proposal of the Commission staff did two things. One, it added an educational requirement for the chief that parallels the new educational requirements for the rest of the ranks but additionally it also opened up the possibility of becoming chief based on a different experience requirement, making the deputy fire chiefs eligible to become chief. This is very similar to what was done in the Police Division in 2001. However, we received a request from the IAFF that the matter be deferred two months because it is their position that this matter is subject to collective bargaining. We agreed to defer the action to give them time to have some discussion with the City over this issue. We had planned to go forward today with only the educational requirement, however, the Department of Public Safety requested we not do that because the educational requirement restricts the number of applicants and the other part opened it up and they didn't want to restrict it without doing both pieces together.

This item was therefore deferred to February 2003.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Paramedic Instructor, retitle it to read Paramedic Education Coordinator and amend Rule XI accordingly (Class Code 1626).*

PRESENT: Sheri LaVette, Personnel Administrative Officer

Sheri LaVette presented this request in response to the Commission's objective to review all classifications at least every five years. This classification was created in 1987 and has not been reviewed since that time. There is currently one incumbent in this position.

The proposed revision to the title is to reflect the current structure in the Division of Fire. The Division uses several firefighters as paramedic instructors who instruct other firefighters in the area of emergency medical services. This position coordinates these functions and develops and monitors all phases of this process. Revisions to the examples of work were recommended to be more reflective of the position. Revisions to the knowledge, skills and abilities included thorough knowledge of all applicable professional standards in emergency medical care and education, ability to use a personal computer and contemporary software, ability to communicate effectively both orally and in writing, and ability to comprehend and make inferences from written materials. It was also recommended that the probationary period for this classification be extended to 365 days to be consistent with the minimum qualifications. No revision to the noncompetitive examination type was recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Emergency Medical Services (EMS) Coordinator (Class Code 1672).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Emergency Medical Services (EMS) Coordinator as part of the Commission's efforts to update classifications that have not been reviewed within the last five years. This specification was created in June of 1991 and has not been reviewed since. There is currently one incumbent serving in this classification.

Revisions to the definition were recommended to more accurately identify the reporting structure for this classification. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the EMS Coordinator. No revisions to the minimum qualifications, knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Customer Relations Manager, retitle it to read Customer Service Manager and amend Rule XI accordingly (Class Code 0437).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented this request in response to a request from the Department of Public Utilities for a review of the customer service classification series in order to streamline operational efficiency. Customer Relations Manager was created in 1973 and was last updated in August of 2000. There are currently five incumbents in this classification throughout the Department.

The definition was recommended for revision to more accurately reflect the responsibilities of the position. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Customer Relations Manager. No revisions to the minimum qualifications were requested. Thorough knowledge of customer service practices and principles was added to the knowledge, skills and abilities section of the specification. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Customer Relations Supervisor, retitle it to read Customer Service Supervisor and amend Rule XI accordingly (Class Code 0436).*

PRESENT: Jeannie Gallagher, Personnel Analyst I

Jeanne Gallagher presented this request in response to a request from the Department of Public Utilities for a review of the customer service classification series in order to streamline operational efficiency. Customer Relations Supervisor was created in 1979 and was last updated in December of 1994. There are currently eleven incumbents in this classification.

It was recommended that this classification be retitled to read Customer Service Supervisor in an effort to maintain consistency within the series. The definition was recommended for revision to more accurately define the level of supervision necessary for performance of the job tasks. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Customer Relations Supervisor. No revisions to the minimum qualifications were requested. Revisions to the knowledge, skills and abilities section of the specification were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Customer Services Coordinator, retitle it to read Customer Services Coordinator and amend Rule XI accordingly (Class Code 0865).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented this request in response to a request from the Department of Public Utilities for a review of the customer service classification series in order to streamline operational efficiency. Water Customer Services Coordinator was created in 1985 and was last updated in August of 2000. There is currently one incumbent assigned to the Department of Public Utilities. In an effort to maintain consistency within the series, it was recommended that the classification be retitled to Customer Services Coordinator.

The definition was recommended for revision to more accurately define the scope of the responsibilities. It was recommended that a guidelines for class use be added to indicate that this classification is used exclusively in the Division of Water. No revisions to the examples of work, minimum qualifications, knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to impose a hiring moratorium on the specification for the classification Water Customer Services Assistant Coordinator (Class Code 0864).*

PRESENT: Jeanne Gallagher, Personnel Analyst I
Carnell Felton, President, CMAGE

Jeanne Gallagher presented the Commission's request to place a hiring moratorium on the Water Customer Services Assistant Coordinator. There are currently two positions allocated to this classification, which was last reviewed in July of 2001.

Under definition, a Water Customer Services Assistant Coordinator is responsible for assisting in the coordination of water customer service activities. This moratorium is requested as a result of a study conducted by Civil Service Commission staff in cooperation with the Department of Public Utilities. The Department requested a reduction in the levels of customer service classifications in order to streamline operational efficiency. Incumbents in this classification are performing functions that are also being performed by incumbents in the Customer Relations Manager classification. Because there is no need for separate classifications performing overlapping functions, it was recommended that a hiring moratorium be placed on the Water Customer Services Assistant Coordinator classification to prevent further allocations.

Carnell Felton, President of CMAGE, expressed the union's position that the Water Customer Services Assistant Coordinator currently supervises sixty-six people and once the incumbent retires there is concern whether the Department of Public Service could fill the position with the Customer Relations Manager classification, which is assigned a lower pay grade. Mr. Felton advised, however, that CMAGE would not object to the moratorium today since they understood that the moratorium is not finite and could later be lifted if necessary. Barbara McGrath further advised Mr. Felton that the Human Resources Department and the Department of Public Services plan to continue to discuss this pay grade issue.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Industrial Hygienist (Class Code 1847).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Industrial Hygienist as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last updated in September of 1997. There are two incumbents assigned to this classification in the Department of Public Utilities.

The definition was revised to clarify the reporting chain in accordance with Executive Order 01-02 dated November 2, 2001. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Industrial Hygienist. Changes to the minimum qualifications were recommended to more specifically define the educational coursework most relevant to the knowledge required to perform this job. Revisions to the knowledge, skills and abilities were recommended to eliminate superfluous verbiage. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Accountant I (Class Code 1234).*

PRESENT: Michael Maloney, Personnel Analyst II

Michael Maloney presented the Commission's request to revise this specification as part of a review of the Accountant job series in conjunction with a test development project involving several of the job classifications in the series. There are currently five incumbents in this classification, which was last reviewed in 1994.

A revision to the definition was recommended to more accurately describe the level of accounting work typically performed by job incumbents as well as to better differentiate the level of work from that typical of an Accountant II. Revisions to the examples of work were recommended to better describe the typical duties. No revisions to the minimum qualifications, knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Accountant II (Class Code 1235).*

PRESENT: Michael Maloney, Personnel Analyst II

Michael Maloney presented the Commission's request to revise this specification as part of a review of the Accountant job series in conjunction with a test development project involving several of the classifications in the series. There are currently eight incumbents in this classification, which was last reviewed in 2001.

A job analysis was conducted as part of a new test development project for this job class. Based on this analysis and a review of the class series, the definition was revised to more accurately describe the level of accounting work typically performed by job incumbents as well as to better differentiate the level of work from that typical of an Accountant I or Accountant III.

No revisions to the examples of work, minimum qualifications, knowledge, skills and abilities, probationary period or exam type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Accountant III (Class Code 1236).*

PRESENT: Michael Maloney, Personnel Analyst II

Michael Maloney presented the Commission's request to revise this specification as part of a review of the Accountant job series in conjunction with a test development project involving several of the classifications in the series. There is currently one incumbent in this classification, which was last reviewed in 2001.

Based on a review of the classification series, revisions to the definition were recommended to more accurately describe the level of accounting work typically performed by job incumbents, as well as to better differentiate the level of work from that typical of an Accountant II. No revisions to the examples of work, minimum qualifications, knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Accountant IV (Auditor) [Class Code 0227].*

PRESENT: Michael Maloney, Personnel Analyst II

Michael Maloney presented the Commission's request to revise this specification as part of a review of the Accountant job series in conjunction with a test development project involving several of the classifications in the series. There are currently no incumbents in this classification, which was last reviewed in 2000.

Based on a review of the classification series, revisions to the definition were recommended to make the language of the definition consistent with the language used throughout the class series. No revisions to the examples of work, minimum qualifications, knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Development Technician (Mobile Tool/Paint), retitle it to read Mobile Tool Technician and amend Rule XI accordingly (Class Code 2039).*

PRESENT: Michael Maloney, Personnel Analyst II

Michael Maloney presented this request in response to a test development project for the classification Development Technician (Mobile Tool/Paint).

The fundamental reason this job classification exists is to staff a "library" that loans tools, ladders and other equipment to residents of areas designated by the U.S. Department of Housing and Urban Development. The program at one time provided paint and related materials but no longer does so. Therefore it was recommended that the title be revised to Mobile Tool Technician and that the definition be revised accordingly. Revisions to the examples of work were recommended to better describe the typical duties. Revisions to the knowledge, skills and abilities were recommended to reflect the fact that the job involves some repair of tools and equipment, the use of personal computers and in some situations, heavy lifting. No revisions to the minimum qualifications, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Fingerprint Technician II (Class Code 3014).*

PRESENT: Elizabeth Reed, Personnel Analyst Supervisor

Elizabeth Reed presented the Commission’s request to approve the specification review for Fingerprint Technician II with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in August of 1997. There are currently three full-time incumbents in this classification, which is used exclusively by the Division of Police, Department of Public Safety.

Based on information received from the Department of Public Safety, a more comprehensive review is warranted, due to the variance of job duties between the positions currently in the job class. This review may also impact the Latent Print Examiner classification. Because this classification may undergo a major revision in less than six months, no revisions are proposed at this time. It was therefore recommended that the review of the specification for the classification Fingerprint Technician II be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearing Reviews.*

No residency hearing reviews were submitted this month.

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RE: *Personnel Actions.*

No personnel actions were submitted this month.

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RE: *Administrative/Jurisdictional Reviews.*

Review of the appeal of Paul King regarding the rejection of his application for the Plant Maintenance Manager examination.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to uphold the rejection of Mr. King’s application due to the fact that none of the information he provided indicated he met the requirement of supervising the maintenance of equipment “through one or more lower level supervisors”. Based on the foregoing, the Commissioners decided to dismiss Mr. King’s appeal.

Background Administrative Reviews
Conducted By Brenda S. Sobieck
December 5, 2002

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>Applicant #</u>
Kimberly Sanchez	Police Communication Technician	02-BR-110
Rulannie E. Kerns	Police Communication Technician	02-BR-111
Melissa A. Frush	Police Communication Technician	02-BR-112

After reviewing the files of Kimberly Sanchez, Rulannie E. Kerns, and Melissa A. Frush, the Commissioners decided their names would not be reinstated to the eligible list for Police Communication Technician.

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The Commissioners adjourned their regular meeting at 1:20 p.m.

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Priscilla R. Tyson, Commission President

January 27, 2003
Date